

CHAPTER 2

CONCEPTS AND RULESA. GENERAL

1. The procedures prescribed in this **manual** recognize the availability of certain documents from **MILSTRIP** (reference (c)), **MILSTAMP** (reference (d)), and **MILSTRAP** (reference (e)). The documents identified in paragraph B. of this chapter are to be used as input to **MILSTEP** to produce the reports required herein.

2. The **MILSTRIP**, **MILSTAMP**, and **MILSTRAP** publications have been revised and are being kept current so **as** to be completely compatible with the requirements of **MILSTEP**. Similarly, the coding instructions and document formats of the aforementioned publications have been modified to assure proper classification and compilation of data essential to the reporting requirements of this manual. Procedures for the application and preparation of codes and forms, other than report forms, are contained in **MILSTRIP**, **MILSTAMP**, and **MILSTRAP**.

3. The validity of **MILSTEP** output data requires the **timely** and accurate submission of intransit data documents by transshipment activities and consignees. More of these documents **will** be returned if the work effort on the part of the consignee is kept at a minimum. Thus, consignees are required to key punch, rubber stamp, or otherwise mark the date received on the intransit data document and forward to the DoD **MILSTEP CDCP**. A rubber stamp or annotated date received on the **IDC will** be permitted **only** when key punch capability **is** not available to the submitting activity. To further assess the return of intransit data documents, Service/Agency **ICPS will** perform response rate analyses to identify nonresponsive activities and to initiate corrective action. Materiel Receipt Acknowledgement Cards (**MRACs**) **will** be prepared and submitted to the Defense Automatic Addressing System Office (**DAASO**), Gentile Air Force Station, Dayton, OH 45444-5320, as required by **MILSTRAP**.

4. The Pipeline Performance Analysis Report, Format **1B, is based** upon completed actions or line items delivered. **A completed** action or **line** item delivered results from a shipment (as evidenced by **MRC** document) of a partial or complete quantity of materiel comprised of a shipment unit(s) which has been received by the requisitioner. This is determined by receipted intransit data documents, including receipt and lift tape records and by receipt of **MRACs** signifying the materiel has been recorded on requisitioner inventory records. For an interim period for export shipments, **UMMIPS'** time segment receipt take-up requisitioner **will** extend from the date materiel is delivered to the POD or offered, lifted, or shipped from the APOD to the date materiel is recorded on requisitioner records. At a **later** date, source documents **will** be available to provide the date that materiel is delivered to the overseas requisitioning installation.

B. SOURCE DOCUMENTS

The following source documents used in the MILSTEP procedures are generated from the **MILSTRIP**, **MILSTAMP**, and **MILSTRAP** systems:

1. **MILSTRIP**. All demand documents received and related supply documents created by or for **ICP** (Inventory Manager/Weapon Systems Manager) or Requisition Processing Points, e.g., **MROS**, **MRCs**.
2. **MILSTAMP**
 - a. **IDCS** consisting of TK1, TK2, TK3, TK4, and TK8 documents.
 - b. Receipt and Lift Tape Records consisting of **IDC** images (TK6 and TK7).
3. **MILSTRAP**. Materiel Receipt Acknowledgment Documents (**MRADs**).

The source documents produced by the above systems contain the data elements needed to prepare reports required by this manual. These documents may be used in their original form or source data may be recorded in locally designed documents or tape records to facilitate internal data processing so long as the data elements needed for MILSTEP reports remain unchanged.

C. DATA QUALITY CONTROL

1. Service/Agency CPPS are responsible for establishing programs to analyze pipeline performance in the nonrespondent area to determine the existence of significant variation in pipeline performance. The performance or nonperformance of each CONUS consignee and aerial port of embarkation (**APOE**)/port of embarkation (POE) that reflects a response rate of 75 percent or less in submitting completed **IDCs** will be analyzed by the applicable Service/Agency CPP to determine if any significant variation exists which may **influence** the validity of the total pipeline performance.

2. Each Service/Agency CPP **will** develop the internal procedures necessary to compute the response rate as required by criteria described in chapter 3. For low response rates on export surface shipments, MTMC will be notified. For low response rates on export air movements, the DoD MILSTEP CDCP will prepare a Response Rate Analysis Report as required by criteria in chapter 4.

D. INTRANSIT DATA COLLECTION SYSTEM

1. **MILSTEP** has been designed to provide for the collection and distribution of **IDCs** by the **DoD MILSTEP CDCP** for all DoD activities.

2. The **OASD(P&L)** has established a DoD MILSTEP CDCP under DLA DAASO, under the **monitorship** of the DoD MILSTEP System Administrator, is designated as the responsible activity for the operation and maintenance of the DoD **MILSTEP CDCP**. The DoD **MILSTEP CDCP** is located at **DAASO**; Defense Depot Tracy, CA 95376-5000. All inquiries pertaining to the collection and distribution of **IDCs to Service/Agency CPPs** will be submitted to the **DAASO**, ATTN: **DAAS-V**, Gentile Air Force Station, Dayton, OH 45444-5320.

3. The transmission of intransit data documents to the DoD **MILSTEP CDCP**, and between the **DoD MILSTEP CDCP** and each Service/Agency CPP, may be accomplished by AUTODIN, **mail**, or courier within the following constraints:

a. The preferred method of submission of **IDCS** to the DoD **MILSTEP CDCP** is via AUTODIN. All activities receiving and processing **IDCs** will utilize AUTODIN facilities, when available, and protective cover (envelope or package **mail**) when **mail** is the only means of communication for the submission of **IDCs** to the DoD **MILSTEP CDCP**. **IDCs** sent by courier will receive the same protective cover **as** for **mail**. Activities submitting **IDCS** via **mail**, when AUTODIN facilities are available, will be identified and notified by **letter** of the proper procedures. Persistent violators will be reported to the DoD **MILSTEP** System Administrator for corrective action. The routing of **IDCs** through AUTODIN and **mail** channels to the CDCP will be as specified in **MILSTAMP**. AUTODIN and **mail** addresses for the DoD **MILSTEP CDCP** are:

(1) CDCP AUTODIN

Routing Indicator - **RUWTBPA**
 Content Indicator - **IHFJ**
 Precedence (Normal) - Routine
 Precedence (MINIMIZE) - **Mail**

(2) CDCP Mailing Address:

DAASO, Western Division
 ATTN: DoD **MILSTEP CDCP**
 Defense Depot Tracy, CA 95376-5057

b. Tape record density, blocking, **labels**, and **end of recording** will be determined by agreement reached between **participating** activities.

E. DOCUMENTATION AND REPORTING

1. All times and dates in source documents used for reporting purposes will be recorded as prescribed under **MILSTRIP**, **MILSTAMP**, and **MILSTRAP** for each time segment reflected in the Pipeline Performance Analysis Report (reference chapter 3). Requisitions, supply direc-

tives, passing orders, referral orders, etc. , will be recorded with the date of receipt by the initial supply source of the supplying distribution system. The date of the requisition contained in the document number will be subtracted from this date to compute number of days of submission.

2. To allow for more accurate MILSTEP hold time analysis, MILSTRIP requires entry in MILSTRIP documents of type of hold codes. These codes will be entered as prescribed in MILSTRIP to permit further analysis as specified in other parts of this manual and in intra-Service/Agency publications.

3. Each distribution system (inventory/stock control point) will maintain a record of each demand document received and its disposition. In addition to the time segments contained in the MRC card, provision should be made in the MILSTRIP requisition history file to reflect the date the demand was received at the initial supply source as well as the date received at the ultimate supply source; and the date the MRO/equivalent document is sent to the shipping activity for directed shipments. These time segments, in addition to those time segments contained in the MRC, are necessary for the preparation of the Pipeline Performance Analysis Report.

4. Date recordings based on projections or on internal processing controls, such as ready-by-dates or date due for shipment, are not authorized for use in MILSTEP reporting. For example, "date-shipped" will not be prerecorded based on advance shipment planning. This date is defined under "Definitions" as the ordinal date on which the shipment is released to the carrier.

5. Appendix A contains a flow chart of the MILSTRIP/MILSTAMP/MILSTRAP data flow for CONUS originated shipments. The purpose of the flow chart is intended to be informative by displaying the systems flow of source documents used in MILSTEP. For the sake of simplicity, the chart excludes internal intranet data flow on shipments moving under the Military controlled air terminal facilities, since this simply involves the preparation of IDCs by each LOGAIR and MAC terminal and forwarding of IDCs to the DoD MILSTEP CDCP. Although the flow chart displays the preparation of MILSTEP reports at Service/Agency CPPS, the Supply Availability and Workload Analysis Report may be prepared at ICPS at the option of the reporting Service/Agency.

6. The chart in appendix G contains the incremental time standards for requisition processing and materiel movement for each processing function of the total time available from the date of the requisition to the date the materiel is recorded on requisitioner inventory records. Time segments measured in the Pipeline Performance Analysis Reports (Formats 1A and 1B) are underscored opposite

the elapsed number of days specified in the chart where performance was within the UMMIPS time standards. **In** the case of format **1B** reports for overseas shipments, overseas shipment delivery (time segment) will measure from the date of receipt of materiel by a CONUS POE until delivered to the POD or lifted/shipped from the APOD. Receipt takeup by requisitioner (overseas) will measure from the date the materiel is discharged at the overseas POD or lifted from the APOD through the date the materiel is recorded on requisitioner inventory cards. Since time allowed by UMMIPS for receipt takeup by requisitioner does not include **intra-theater** transit time, this segment will not be underscored on format **16** overseas reports. The underscoring has been omitted pending development of procedures for collection of data to reflect delivery to the overseas requisitioning installation. Even though times collected for individual segments (overseas shipment delivery and receipt takeup requisitioner on format **1B** overseas reports) may be misleading, total pipeline time will be valid.